

REGULAR MEETING OF THE CALEDONIA
ECONOMIC DEVELOPMENT AUTHORITY
CALEDONIA, MINNESOTA
Tuesday, May 10, 2011

CALL TO ORDER: Following due call and notice thereof, President Schroeder called the meeting to order at 1:00 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Craig Schroeder, President; Members Kathy Nelson, Randi Vick, Tom Murphy, Harley Meiners, Mike Werner, and Jon Hagerott. Members absent: None. Consultants and City Staff present: EDA Director Andrew Barbes, City Accountant Stephanie Mann, and City Clerk/Administrator Jennifer Feely. Visitors present: None.

MINUTES OF PAST MEETINGS: Following brief review, a motion was made by Member Nelson, seconded by Member Meiners, to approve the minutes of the March 8, 2011 meeting, as presented. All members present voted in favor and the motion was declared carried.

EDA FINANCIAL UPDATE: Andrew Barbes, EDA Director, reported \$200,786.08 in the Checking Account, \$6,376.12 in the Small Cities Development Commercial Program, and \$194,409.96 in the DEED and Intermediary Relending Program. Outstanding loan balances currently total \$235,223.39. Following review of the above balances, a motion was made by Member Werner, seconded by Member Nelson, to approve the financial report. All members present voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS. None.

GENERAL EDA: BUSINESS PROJECTS/UPDATES.

A. POLICY DEALING WITH DELINQUENT LOAN PAYMENTS. City Clerk/Administrator Feely distributed a proposed loan delinquency procedure for the purpose of establishing a policy to more effectively deal with past due EDA loan payments. Discussion ensued. Member Nelson noted that she would prefer the first notice to be sent out within 15 days of the loan payment becoming delinquent rather than wait for thirty days to lapse. It was further noted that each step in the delinquency notification process should be shortened by 15 days respectively. Feely will make the aforementioned revisions and present a revised draft at the upcoming meeting. No official action was taken.

B. QUILT SHOP. Member Werner shared that a question arose as a result of a recent Barn Quilt Tour as to why the Caledonia doesn't have a quilt shop. Member Nelson suggested that Barbes talk to Mary Hauser to see if there is an interest to incorporate a quilt shop with her already existing business. Discussion ensued. The consensus was for Barbes to work on finding an interested party to open a quilt shop in Caledonia as there is a need for such a specialty shop.

C. IRP/DEED REPORTING. Barbes reported that the IRP report has been sent out and all that is remaining for reports is a JOBZ MBAF report.

D. BUSINESS VISITS. Barbes reported that he recently met with Caledonia School District Officials to look at space available for offices. Barbes went on to report that he is working on creating signage, flyers, leaflets, etc. in an effort to advertise the open space available at the Elementary School. Barbes also noted that he is working to list the property on the City's website and MNPRO, and will contact the County EDA and area realtors to let them know that there is office space available. Barbes noted that he was recently contacted by a party interested in opening a daycare center. Barbes wrapped up discussion by sharing that he recently assisted a prospective business by reviewing its proposed business plan.

E. PROSPECTIVE BUSINESS IDEA. Member Meiners suggested that Barbes contact Elliot Jewelers in Waukon in an effort to try and fill the void with Bubbers' Jewelry closing its doors due to Gary Bubbers' retirement. Member Meiners suggested that perhaps Elliot Jewelers would be interested in opening a satellite shop in Caledonia. The consensus was for Barbes to work on this prospective business opportunity.

F. REVISIT CONTRACT WITH CEDA. Member Werner questioned whether the City is duplicating EDA services and suggested that perhaps there are ways in which the City and County EDA can work together. Member Nelson pointed out that the problem with relying solely on the County EDA is that constituents from each of the cities in the County will question which city the County EDA is representing. After much discussion, the consensus of the Committee was for a subcommittee, consisting of Member Werner, Member Murphy, and City Clerk/Administrator Feely, to meet with the County EDA. An invitation was extended to Barbes to attend the meeting as well on behalf of CEDA.

G. PAUL SCHMITZ BUS SERVICE LINE. Discussion took place concerning the Schmitz Bus Line contract with the Caledonia School District and why the contract was recently opened up for bids. It was noted that since the School Board was looking at consolidating routes, they were obligated to bid out bus transportation.

H. YOUTH CENTER. Member Nelson inquired as to whether there were any new leads with respect to the opening of a youth center. Barbes replied that there are no new leads.

I. SNO PAC. Barbes shared that Sno Pac is currently looking at a future expansion and has been sent paperwork from the EDA.

J. 55 AND OVER HOUSING. Member Murphy suggested that Barbes contact the former EDA Director to see if there were any previous contacts interested in developing 55 and over housing.

K. EDA DIRECTOR – VACATION. Barbes noted that he will be out of the office June 13 and 14 due to a wedding that he will be attending in Mexico.

L. CARWASH. A question arose as to what the status is of S&S Super Wash, which is located adjacent to Alco. Discussion ensued.

ADJOURNMENT: A motion to adjourn was made by Member Murphy and seconded by Member Vick at 2:30 p.m. All members present voted in favor and the motion was declared carried. The next regular meeting of the EDA is scheduled for 1:00 p.m. on Tuesday, July 12, 2011 in the Council Chambers located at City Hall.

Craig Schroeder, President

Jennifer Feely, City Clerk/Administrator